

5 Management

File Category	New Dispositions
5c USACE Environmental Restoration Agreements	Originals - Permanent Copies - Destroy after 3 years

37 Financial Administration

File Category	New Dispositions
37-1f Accounting Documents	HTRW - 30 years
37-2-1b COEMIS, F&A Site Audit Outputs	HTRW - 30 years
37-2-10d Basis and Intermediate Cost Media Files	HTRW - 30 years
37-2-10r Civil Works Site Audits	HTRW - 30 years
37-2-10s Disbursing Officers Vouchers (CW)	HTRW - 30 years
37-2-10u Fiscal Accounting Files	HTRW - 30 years
37-103dd Original Disbursing Officers Accounts (Mil)	HTRW - 30 years

NOTE: EPA Superfund Only - Must obtain authorization from EPA before destruction of documents.

200 Environmental Quality

File Category	New Dispositions
200-1d Environmental Restoration Remedial Assessment Files	Permanent
200-1e Army Environmental Restoration Administration Record	Permanent
200-1f Environmental Restoration Project Files	Permanent

385 Safety

File Category	New Dispositions
385-10f Accident and Incident Cases	HTRW – 50 Years (Field) HTRW – 30 Years (HQ)

405 Real Estate

File Category	New Disposition
405-90h Real Property Title/Historical Files	No Time Event - permanent

415 Construction Contracts (Military)

File Category	New Disposition
415-10c Military Construction Contracts	HTRW - 30 years

715 Procurement Contracts

File Category	New Dispositions
715c Master, Open-end, and Call-type Contracts	HTRW - 30 years
715j Small Purchase Categories	HTRW - 30 years
715k Contract Actions	HTRW - 30 years
715p Contract Clause Deviations	HTRW - 30 years

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1110 Corps of Engineers Engineering and Design Files

File Category	New Dispositions
1110-1-8100e Environmental Restoration - Raw Data Files	Destroy samples after 1 year or when regulatory requirements are met. Laboratory backup analytical data, destroy after 2 years
1110-1-8100f Environmental Restoration Quality Assurance and Quality Control (QA/QC) Files	Permanent
1110-1-8100g Environmental Restoration Waste Identification, Tracking, and Disposal Files	Permanent

1180 Corps of Engineers Contracts

File Category	New Dispositions
1180-1-1a Civil Works Contracts	HTRW - 30 years
1180-1-1q Civil Works Construction and Maintenance Contracts	HTRW - 30 years

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